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PROCESSING Monthly E-Recording Transactions

You will need the monthly list of transactions from your E-Recording filing.

STEP 1: Run Query – You will run the below query which is from the Treasury file of transactions sent to DBF for the current month. The query summary result should equal the summary amount of the transactions you received from Simpli-File for E-Recordings.

NAVIGATION: Main Menu > Reporting Tools > Query > Query Viewer

1. The [Query Viewer](#) page will display.
2. Enter 'AOC_TREASURY_ERECORDING' in the "begins with" box and click Search.
 - a. Run to HTML or Excel. Then download to Excel if you run to HTML.
 - b. Add to Favorites for future ease.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query				Personalize Find View All					First 1 of 1 Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_TREASURY_ERECORDING	Erecording Received	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

3. Compare the query result to the Simpli-file report and confirm the summary amounts match.
 - a. If there is a problem, please enter a Service Now ticket for the GEARS Team for assistance.



STEP 2: Create a New E-Recording Bill – Create a new \$0.00 ERS Bill.

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to "NEXT". The next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** "JER" = (Adjustment E-Recording).
 - iv. **Bill Source:** "ONLINE".
 - v. **Customer:** "JUD##".
 - vi. **Invoice Date:** Current date (see note below).
 - vii. **Accounting Date:** Current date (see note below).
 - c. Click the **Add** button.

Note: Back dating of this process can only happen if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing an ERS bill September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August.

Bill Entry

Business Unit

JUD13

Invoice

NEXT

Bill Type Identifier

JER

Bill Source

ONLINE

Customer

jud13

Invoice Date

01312017

31

Accounting Date

01312017

31

Add



OTC – E-Recording Processing

2. The **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the **Type:** field is set to “JER”.
 - b. Confirm the **Source:** field is set to “ONLINE”.
 - c. Click the [Notes](#) link at the bottom of the page to add an audit note explaining the reason for the adjustment.

Header - Info 1 | Line - Info 1

Unit JUD13 Invoice NEXT Pretax Amt 0.00 USD

Status NEW	Invoice Date 01/31/2017	Cycle ID DAILY
Type JER	Source ONLINE	*Frequency Once
*Customer JUD13	SubCust1	SubCust2
Howard County Circuit Court		
*Invoice Form NO_PRINT	From Date	To Date
Accounting Date 01/31/2017	Pay Terms IMMED	Pay Method Check
Remit To BOA	Bank Account 13	
Sales DEFAULT	Bill Inquiry Phone	
Credit DEFAULT	Collector DEFAULT	
Billing Specialist DEFAULT	Billing Authority DEFAULT	
Default Biller		Default Biller

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Add Update/Display

1. Add a note to the bill header indicating the timeframe of the E-Recordings.

Bill Header Notes Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note

☐ Internal Only Flag Note Type

Note Text:

Record Simplifile transactions for the month of January 2017.

193 characters remaining

- d. Click the **Line – Info 1** tab.




OTC – E-Recording Processing

3. The **Line –Info 1** page will display.

NOTE: A new Bill line will need to be added for each unique Identifier/Charge Code with each Type of Revenue Charge recorded through Simpli-File for the current month.


a. Complete the following fields:

- Table:** Enter "ID".
- Identifier:** Enter the charge code (ERS -) for the first item that needs to be added.
- Gross Extended:** Enter amount of the item/charge code. All amounts should be entered in as a positive amount.
- Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
- Click the plus sign  to the right of the line to add additional bill lines.

b. Repeat steps (3a. i-v) for all E-Recording items

Header - Info 1 | **Line - Info 1**

Unit JUD13 Bill To JUD13 Pretax Amt 1,100.00 USD Invoice NEXT Howard County Circuit Court Max Rows 5

Bill Line Find | View All First 1 of 1 Last 

Identifier Look Up Date 01/31/2017

Seq 1 Line Net Extended 1,100.00

Table ID Identifier ERS-1000 Description Erecord County Transfer Tax

Quantity 1.0000 From Date To Date

Unit of Measure EA Line Type REV ☒ Accumulate

Unit Price 1,100.0000 Tax Code ☐ Tax Exempt

Gross Extended 1,100.00 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	1,100.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	1,100.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search

Navigation Line - Info 1

Page Series Prev Next

Save Notify **Refresh** Add Update/Display



OTC – E-Recording Processing

- c. After all lines are added for the charge codes, click the plus sign to add another bill line for the Clearing Account.
 - i. This amount will be a credit. (This should be the total of all the debit Bill lines).
- d. Complete the following fields:
 - i. **Table:** Enter "ID".
 - ii. **Identifier:** Enter "CLEAR-JER".
 - iii. **Gross Extended:** Enter the amount as a *credit*.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1

Line - Info 1

Unit JUD13
Invoice NEXT

Bill To JUD13
Howard County Circuit Court

Pretax Amt
0.00 USD

Max Rows 5

Bill Line

Find | View All

First 2 of 2 Last

Identifier Look Up Date 01/31/2017

Seq 2

Line

Table ID

Identifier CLEAR-JER

Net Extended -1,100.00

Description CLEAR Acct - JER E-Recording

Quantity 1.0000

Unit of Measure EA

Unit Price -1,100.0000

Gross Extended -1,100.00

From Date

To Date

Line Type MISC

Tax Code

Exempt Cert

☒ Accumulate

☐ Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Net Extended -1,100.00

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax -1,100.00

Go to:

Line Info 2

Tax

Accounting

Discount/Surcharge

Notes

Express Entry

Summary

Bill Search

Line Search

Navigation Line - Info 1

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/Display



OTC – E-Recording Processing

4. The **Acctg – Rev Distribution** page will display.
 - a. Click the **“View All”** link to complete the Charge Code allocation information for each bill line.
 - b. **Code:** Enter ‘R’, then select the proper PCA+ Account from the look-up list. The correct code is required to save the bill. See the Appendix for How to Look Up a Charge Code.
 - c. **Dept:** Enter “JER” in this field, which corresponds to the **Bill Type** found on *Header – Info 1* tab.
 - d. The CLEAR-JER accounting information is auto-filled and should not be changed.
 - e. Confirm that the **Pretax Amt:** is 0.00 USD.
 - f. Click the **Save** button.
 - g. Click the *Header – Info 1* tab.

Header - Info 1

Line - Info 1

Revenue Distribution

Unit JUD13
Invoice NEXT

Bill To JUD13
Howard County Circuit Court

Pretax Amt 0.00 USD
Max Rows 5

Find | View 1 First 1-2 of 2 Last

Seq 1
Line
Identifier ERS-1000
Net Extended 1,100.00
Description Erecord County Transfer Tax

BI Creates GL Acct Entries

Bill Line Distribution - Revenue
Personalize | Find | View All | First 1-2 of 2 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Approp Number	Approp Yr	Dept	Percentage	Amount
+ -	R130105466	C13	13010	0001	5466	A1300	AY2017	JER	5.000	55.00
+ -	R132709588	C13	13270	0713	9588	A1327	AY2017	JER	95.000	1045.00

Percent 100.00 Amount 1,100.00 Gross Extended 1,100.00

Seq 2
Line
Identifier CLEAR-JER
Net Extended -1,100.00
Description CLEAR Acct - JER E-Recording

Bill Line Distribution - Revenue
Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	Amount
+ -	CLEAR-JER	C13	13290	7029	9595	1329	A1329	AY2017	JER	100.000	-110.00

Percent 100.00 Amount -1,100.00 Gross Extended -1,100.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search

Navigation Acctg - Rev Distribution

Page Series Prev Next

Save Notify Refresh

Add Update/Display



5. The **Header - Info 1** page will display.
 - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
 - b. Click the **Save** button.

Unit JUD13 Invoice 0009182297 Pretax Amt 0.00 USD

Status **RDY** Invoice Date 01/31/2017 Cycle ID DAILY

*Type JER Source ONLINE *Frequency Once

*Customer JUD13 SubCust1 SubCust2

Howard County Circuit Court

*Invoice Form NO_PRINT From Date To Date

Accounting Date 01/31/2017 Pay Terms IMMED Pay Method Check

Remit To BOA Bank Account 13

Sales DEFAULT Bill Inquiry Phone

Credit DEFAULT Collector DEFAULT

Billing Specialist DEFAULT Billing Authority DEFAULT

Default Biller Default Biller

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh

Page Series Prev Next

Add Update/Display

STEP 3: Run Single Action Invoice

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Active Invoice


6. The **Single Action Invoice** page will display.
 - a. Add a New Value for ERecording or JER, something that will be meaningful to you. Or if you already have this run control, then select it from the Search box.
 - b. Click the Add button.

Single Action Invoice

Find an Existing Value Add a New Value

Run Control ID ERecording

Add

7. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control settings:
 - i. **Invoice Date Option:** Select “Processing Date”.
 - ii. **Posting Action:** Select “Batch Standard”.
 - iii. **Range Selection:** Select “Bill Type”.
 - iv. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Select “JER”.
 - b. Click the **Save** button.
 - c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized. If there are no bills listed or the number of bills does not match what is expected, there is a problem.
 - i. Confirm the number of bills equals those you just entered.
 - ii. Click the **Return** button to return to the **Single Action Invoice** run control page.
 - d. Click the **Run** button.


Single Action Invoice

Print Options

Run Control ID ERecording

Report Manager Process Monitor

Run



Language English

Specified Language

Recipient's Language

Selection Parameters

Find | View All

First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☒ Processing Date
 ☐ User Defined

Posting Action

☐ Do Not Post
 ☒ Batch Standard

Range Selection

☐ All
 ☐ Invoice ID
 ☐ Cust ID
 ☒ Bill Type
 ☐ Bill Source
 ☐ Date Bill Added
 ☐ Range ID
 ☐ Public Voucher Number

Business Unit JUD13

Bill Type JER

Save

Notify

Add

Update/Display



8. The [Process Scheduler Request](#) page will display.
 - a. Select the checkbox for the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name.
 - b. Click the **OK** button.

Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

9. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display below the Run button to show processing has begun.
 - b. Click the [Process Monitor](#) link.
10. The [Process List](#) page will display.
 - a. Click the [AOC_MAIN](#) process name link to review the status of all its sub-processes.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP! Call the helpdesk to submit a ticket – DO NOT DELETE THE PROCESS. This will be needed by the support staff to troubleshoot the issue.**

View Process Request For

User ID Type Last 1 Hours

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195613		PSJob	AOC_MAIN	debbie.seipp	04/07/2017 1:51:34PM EDT	Success	Posted	Details



- c. Click the **BIIVC000** sub-process.
 - i. Click the [Message Log](#) link to review the number of bills processed.
 - ii. Click the Return button, and then OK to return to the **Process Detail** page.
- d. Click the **BILDAR01** sub-process.
 - i. Click the [View Log/Trace](#) link to select a downloadable PDF of the “Load AR Pending Items” report.
 - ii. Confirm that the report shows all bills = \$0.00.

End of Monthly E-Recording Process